



## **Mayor's Office of Climate and Environmental Justice**

**Position Title:** **Senior Policy Advisor, Grants**

### **The Agency You'll Join:**

The NYC Mayor's Office administers all city services, public property, most public agencies, and enforces all city, state, and federal laws within New York City. New York City's Mayor, Eric Adams is head of the executive branch of New York City's government. Mayor Adams has served the people of New York City as an NYPD officer, State Senator, and Brooklyn Borough President. The Adams' Administration is leading the fight to make New York City's economy stronger, reduce inequality, improve public safety, and build a stronger, healthier city that delivers for all New Yorkers. As an agency, we value fairness, helpfulness, transparency, leadership and build our teams around these values. For current job opportunities visit our [careers page](#)

### **The Team You'll Work With:**

The Mayor's Office of Climate and Environmental Justice (MOCEJ) is a team of architects, lawyers, data and climate scientists, engineers, policy advisors, geologists, and city planners working to create a city where our 8.8 million New Yorkers can live, work, learn, and play in healthy, resilient, and sustainable neighborhoods. MOCEJ integrates sustainability, resiliency, and environmental justice into one coordinated approach across several climate and environmental offices, all working to make our buildings efficient and resilient; our infrastructure climate ready; our streets, open spaces and public realm active, safe and healthy; and our energy clean and resilient. All New Yorkers deserve safe, healthy, resilient, and sustainable environments, even as the climate changes. MOCEJ is committed to improving environmental quality for all, prioritizing front line communities, seeking to redress current and past injustices and inequities while creating economic opportunities for all. Through science-based analysis, policy and program development, and capacity building, MOCEJ leads the City's efforts to ensure that New York City is minimizing its contributions to climate change, preparing to adapt and protect New Yorkers from extreme weather and multiple climate hazards, and giving every New Yorker a meaningful voice in our city's future.

### **The Problems You'll Solve**

MOCEJ seeks a Senior Policy Advisor to plan, organize, and coordinate all of MOCEJ's efforts to secure funding from local, State, Federal, and private sources to implement and sustain its climate adaptation policies, programs, and infrastructure, working in coordination with MOCEJ's partner New York City agencies and offices.

#### **This position will:**

- provide support to City Hall, other MOCEJ teams, and City agencies in developing and prioritizing funding requests for adaptation projects and programs.
- establish and lead an internal process to align MOCEJ's priorities with available funding and coordinate MOCEJ's agenda with the City's budget cycle and funding cycles for major federal, state, and private grants; and

- advance and coordinate MOCEJ’s budget priorities with Office of Management and Budget (OMB), City agencies, and other funders.

#### **Responsibilities:**

- **Grant Management:** Oversee the entire lifecycle of grants, including identification, application, award, compliance, and reporting.
  - Execute MOCEJ’s efforts to secure funding for climate and environmental justice initiatives, studies, and projects working through the City’s budget cycle with OMB, cultivate new streams of public financing, secure State and Federal funding, and oversee associated reporting to funding entities.
  - Support MOCEJ staff on contract and grant management and budget needs
- **Funding Research:** Conduct research to identify potential funding opportunities from government agencies, foundations, and other relevant sources.
  - Explore and promote the availability of new sources of funding for climate and environmental justice programs and initiatives, including philanthropic and third party funds, public/private partnerships, and commitment of current City resources to advancing climate-related components of projects
- **Proposal Development:** Collaborate with internal teams to develop compelling grant proposals, ensuring alignment with MOCEJ's goals and priorities.
  - Develop funding, financing, and governance policy proposals and initiatives.
- **Budgeting and Financial Analysis:** Develop and monitor grant budgets, track expenditures, and provide financial analysis to support effective resource allocation.
  - Support MOCEJ’s organizational planning related to fiscal management, funding sources, and procurement services to ensure sustainability of MOCEJ’s mission in the long-term.
- **Compliance and Reporting:** Ensure compliance with grant requirements, including timely submission of reports and documentation.
  - Liaise with City offices, agencies and OMB on pertinent resilience-related funding, policy and governance issues, as required.
  - Engage with OMB, State, and Federal funding sources to support the delivery of a portfolio of programs and projects for which MOCEJ is the main client or central point of coordination for the City.
  - Collaborate on major strategy development and monitoring initiatives within MOCEJ and our partners, including working with OMB to track City climate spending, and tracking and providing MOCEJ’s inputs for PlaNYC updates and Progress Reports.
- **Stakeholder Engagement:** Build and maintain relationships with funders, partners, and relevant stakeholders to maximize collaboration and resource mobilization.
  - Represent MOCEJ at funder and partner events, attend meetings with funders, collaborate on grant proposals, attend community meetings, and solicit feedback on grant-funded projects.

- **Internal Coordination:** Collaborate with MOCEJ teams to ensure grants are aligned with program objectives and integrated into overall strategies.
  - Collaborate with MOCEJ teams. Share information about grant-funded projects, coordinate timelines, and resolve any issues that may arise.
  - Review grant proposals, discuss grant-funded projects with policy staff, and integrate grants into overall strategies. Consider the impact of grants on MOCEJ's overall mission and goals, make sure that grants are used to support MOCEJ's strategic priorities.
- **Grant Performance Evaluation:** Monitor and evaluate the impact of grant-funded projects, tracking progress and outcomes to inform decision-making.
  - Monitor progress and outcomes. Track grant expenditures, complete required grant reporting, ensure proper draw-down of grant funding, review project reports, and collect data on project outcomes.
  - Inform decision-making. Use the results of the grant performance evaluations to inform decisions about future grant funding, program design, and project implementation.

## About You

- Minimum 5 years' experience with a Bachelor's degree in a relevant field (e.g., business administration, public administration, environmental science, or a related discipline). Advanced degree is a plus.
- Proven experience in grant management, including grant writing, budgeting, compliance, and reporting.
- Strong analytical and financial skills with the ability to analyze data, track expenditures, and provide accurate financial reports.
- Excellent organizational skills and attention to detail, ensuring timely and accurate completion of grant-related tasks.
- Exceptional written and verbal communication skills, with the ability to convey complex information in a clear and compelling manner.
- Demonstrated ability to work collaboratively in a team environment and effectively engage with diverse stakeholders.
- Knowledge of environmental justice, climate change, and sustainability issues is preferred.
- Familiarity with relevant funding sources, such as government agencies, foundations, and grant-making institutions.
- Proficiency in grant management software and Microsoft Office Suite.

## Salary

The City of New York Office of the Mayor's compensation package includes a market competitive salary, equity for all full-time roles and exceptional benefits. Our cash compensation range for this role is \$90,000 - \$120,000.

Final offers may vary from the amount listed based on candidate experience and expertise, and other factors.

[Apply Here](#)

## **Equal Opportunity | Diversity Equity & Inclusion Statement**

The Office of the Mayor is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcome to apply.

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by EEO at [EEO@cityhall.nyc.gov](mailto:EEO@cityhall.nyc.gov).

**New York City Residency Is Required Within 90 Days of Appointment**